



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

March 27, 2009

Oscar Osornio, Quality Control Manager
Burbank Steel Treating, Inc.
415 So. Varney Street
Burbank, CA 91502

Dear Mr. Osornio:

RE: FINAL MONITORING VISIT REPORT – BURBANK STEEL TREATING, INC. - ET08-0424

Date of the Visit:	03/25/09
Beginning/Ending Time:	10:00 a.m. - 1:00 p.m.
Date of Last Visit:	07/29/08
Visit Location:	Burbank
Persons in attendance:	Oscar Osornio, Quality Control Manager Burbank Steel Treating, Inc. Lan Vuong, ETP Project Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	04/07/08 – 04/06/09	Agreement Amount:	\$39,780
Training Start Date	04/21/08	No. to Retain:	34
Date Training must be completed:	01/05/09	Range of Hours:	8 – 60
Type of Trainee:	Retrainee	Weighted Average:	45

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5353 Mission Center Road, Suite 110
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FINAL REPORT SUMMARY

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on April 30, 2008, and training began on April 21, 2008. Mr. Osornio reported that all training was completed on December 22 2008, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – April 6, 2009.

• FINAL PROJECT STATISTICS

Your Agreement contains a variable reimbursement training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 60 training hours. There will be no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the approved curriculum.

Although Chart 1, Exhibit A of the Agreement, specified that there would be 34 trainees to be retained, Mr. Osornio reported that only 29 trainees completed training and the 90-day retention period. This resulted in a completion rate of 85 percent with approximate earnings of \$23,426 which is 59 percent of the Agreement amount.

The following chart shows a breakdown of training hours and projected reimbursement as shown on the ETP Online Tracking System:

TYPE OF TRAINING	HOURS COMPLETED	PROJECTED REIMBURSEMENT
Class/Lab	901	\$23,426
Total	901	\$23,426

To date, your company has received \$17,569.50 in progress payments; therefore you will receive an additional \$5,856.50, if the anticipated number to retain is verified during the final fiscal closeout. Mr. Osornio informed the Analyst that he will submit the final contract closeout invoice and associated documents to ETP on or before the close of business on May 6, 2009.

• INTERVIEW WITH CONTRACTOR'S REPRESENTATIVE

Mr. Osornio provided the following reasons why Burbank Steel Treating, Inc. was unable to complete training for the 34 trainees specified in the Agreement: trainees did not complete the required minimum of 8 training hours; and the company over estimated the number of training hours in their training plan.

Ms. Osornio reported that although Burbank Steel Treating, Inc. did not earn 100 percent of the available funds, the training provided increased employee skills in Continuous Improvement, Business Skills, and Manufacturing Skills, which helps ensure that the company meets the quality standards required by the industry. The company has improved its processes to increase quality product, identify error before passing on to the next process and able to meet deadline. He also stated that he did not experience any problem with ETP record keeping and that ETP staff was very helpful in providing assistance in the administration of this project.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	34	Completed Training:	29
Trainees Enrolled:	34	In Retention Period:	0
Dropped Following Enrollment:	5	Completed Retention	29
Completed Minimum Hours for reimbursement:	29		

The project statistics provided by you matches those listed on the ETP Contract Status Report.

TRAINING RECORDS

Ms. Vuong conducted a random sampling of nine trainees who completed training and retention. Records reviewed validated the completion of the training hours required in this Agreement. Records show that these trainees completed between 8 and 58 total training hours and the completed hours matches those posted on the ETP Online Tracking System. Records reviewed confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact Lan Vuong within ten (10) working days at (818) 755-1306 or by email at lvuong@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file
Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file
Lan Vuong, Project Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Program Operations Division (via email)
Kulbir Mayall, Manager, Fiscal and Certification (via email)

Master File
Project file

Date report mailed to Contractor 4/8/09